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Approved For Release 2002/05/09 : CIA-RDP84-00499R000600040011-5 4-2517

MEMORANDUM OF UNDERSTANDING

SUBJECT: Administrative Support for Cable Secretariat

1. PURPOSE. This memorandum of understanding sets forth agreements made for the purpose of providing administrative support to the CIA Cable Secretariat.
2. CAREER MANAGEMENT. The Office of the DD/A will provide all personnel and career management support for the Cable Secretariat not normally provided by the CIA Personnel Office. The Career management of all Cable Secretariat personnel will be administered by the Career Service Board of the Office of the DD/A. All personnel actions on Cable Secretariat personnel will require joint approval from appropriate representatives of the Office of the DD/A and the Cable Secretariat.
3. SECURITY. All security matters involving the Cable Secretariat will be handled in their behalf by the Security Division, Office of Communications in coordination with the Security Office.
4. GENERAL ADMINISTRATIVE SUPPORT. The Cable Secretariat will deal directly with the appropriate elements of the Office of the DD/A on all other administrative support including the following:
  - a. The Personnel Office on personnel matters.
  - b. The General Services Office on matters pertaining to office space, parking space, printing, telephone service, machine records, forms, etc.
  - c. The Comptroller for budget and fiscal matters.
  - d. The Organization and Methods Service for organizational and procedural matters.
  - e. The Logistics Office for procurement and supply matters.
  - f. Such other components of the Office of the DD/A as may be necessary.
5. RESCISSION. Memorandum of Understanding dated 13 November 1952 is hereby rescinded.

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6. EFFECTIVE DATE. The provisions of this memorandum become effective immediately except paragraph 2, CAREER MANAGEMENT, which becomes effective upon activation of the D/A Career Board.

CONCERN:

APPROVED:

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\_\_\_\_\_, Management  
Officer.

\_\_\_\_\_, Executive  
Ass't to the Director

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\_\_\_\_\_, Ass't Director  
for Communications.

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\* 15/  
\_\_\_\_\_, Asst Deputy Direc-  
tor for Administration.

JUL 22 1953

cc: Cable Secretariat  
AD/Communications  
ADB/A  
Personnel Director  
AD/Security Office  
Chief, General Services  
Comptroller  
Chief of Logistics ✓

\* Concur subject to amendment appended  
to this memorandum.

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Security Information

Acting Deputy Director (Administration) concurrence in Memorandum of Understanding, "Administrative Support for Cable Secretariat" is subject to substitution of the following in lieu of the last sentence of paragraph 2. "Career Management":

Procedures for giving approval to personnel actions affecting Cable Secretariat personnel prior to forwarding to the Personnel Office will be jointly developed by appropriate representatives of the Office of the DD/A and the Cable Secretariat.

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15/  
[Redacted]  
Acting Deputy Director  
(Administration)

JUL 22 1959

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